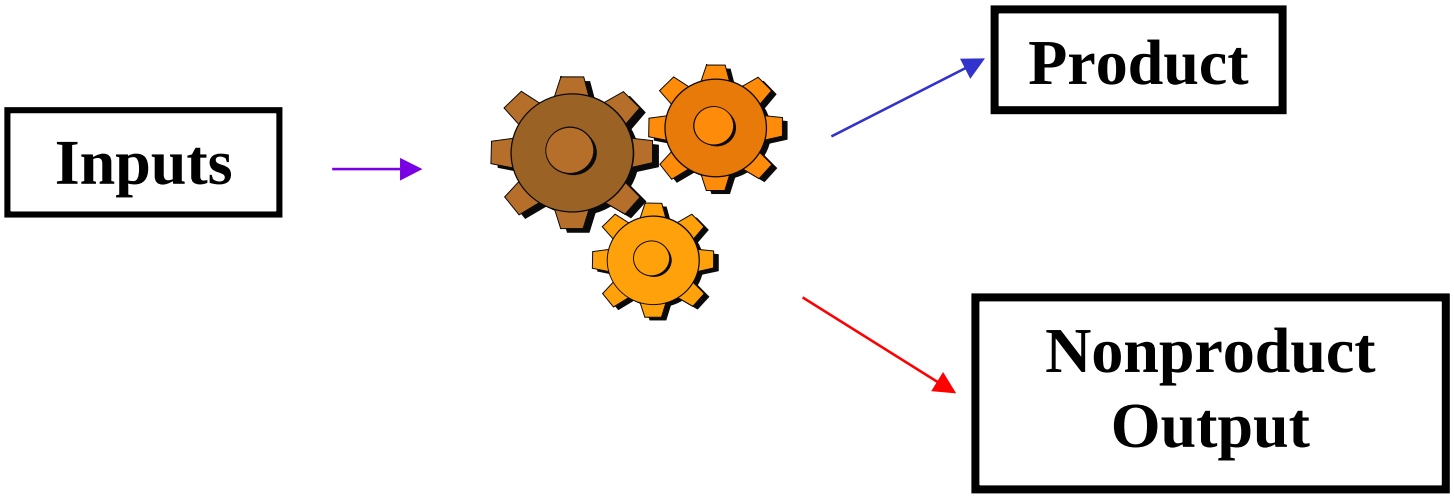
New Jersey Department of Environmental Protection
Office of Pollution Prevention and Right to Know
www.state.nj.us/dep/opppc/

INSTRUCTIONS

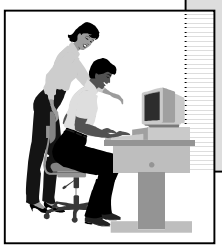
NEW JERSEY POLLUTION PREVENTION PLAN SUMMARY

FOR POLLUTION PREVENTION PLANS COVERING THE FIVE YEAR

(Form DEP-113)



Electronic Reporting is Mandatory and Submission is due by
JULY 1 of the reporting year



Mandatory Online Pollution Prevention Plan Summary Submittal

New Jersey DEP requires the preparation and submission of the Pollution Prevention Plan Summary (P2 Plan Summary) using the DEP's online portal. You can access and update previous year information as well as create new reports, and you must submit your P2 Plan Summary to the Department of Environmental Protection (DEP) on the Internet. The facility must first complete the Release and Pollution Prevention Report (RPPR) online. (In the "**RPPR and P2 Plan Summary Folder"** the status must be "Awaiting Certification" or "Submitted.")

Simply follow these steps: **If you have completed the RPPR, you can skip Part 1 and Part 2. Go to Part 3 to complete P2 Plan Summary submission.**

Part 1.

STEP 1: REQUESTING ACCESS

(New Users – Users who do not have a NJDEP Online account)

1. Go to http://www.njdeponline.com and follow the link labeled "here" within the following sentence: "New users should request access to DEP Online here (please see instructions)." This will open a new screen titled "Request Access to DEP-Online."
2. Fill in all fields.
3. Click on the "Request" button.

STEP 2: ACCESS CONFIRMATION

1. You will receive on-screen confirmation that your request is being processed.
2. Click on the "Continue" button.
3. You will receive an email from PortalComments@dep.state.nj.us containing a unique Authorization Code as well as instructions for accessing DEP Online through myNewJersey.

STEP 3: REGISTRATION

(Users who have NOT registered with myNewJersey)

1. Go to http://www.nj.gov and click "Register."
2. Fill in all fields.
3. Click on "Create myNewJersey Account." You are now registered with myNewJersey.

STEP 4: LOGGING IN & USING AUTHORIZATION CODE

(Users who have registered with myNewJersey)

1. Go to http://www.nj.gov and click the "Login" button.
2. Enter Log On ID and Password and click "Log On."
3. Click on the "enter authorization code" link.
4. Enter your authorization code and click "Finished." The system will automatically log you out after clicking "Finished."

STEP 5: FINISHING UP

1. Log in to your account.
2. Make sure you are on the myNewJersey screen tab.
3. Click on "DEPOnline Services" under DEP Apps.
4. Enter your existing NJDEP Online account ID (your original User ID from NJDEP Online, **NOT** your myNewJersey ID, if different).

5. Only select the checkbox if you did not have a previous NJDEP Online account OR you do not want to transfer your existing data and facilities, and click "Continue."
6. Add required Contact Information and click "Continue."
7. Request your Certification PIN using the "Request PIN" button – you will receive this via email from PortalComments@dep.state.nj.us. This PIN is required for Certification and Submittal.

Note: After completing these steps, you will be able to access NJDEP Online at any time by visiting http://www.njdeponline.com and clicking "Continue" at the top right of the screen.

NJDEP Online Instructions for the P2 Plan Summary: after you have logged onto the myNewJersey Portal with your Authorization Code

Under the five tabs you will see:
"Version x.x
Currently Logged in: Your Name (your User ID)"

You can find the instructions for the P2 Plan Summary under the Documents and Forms tab.

Part 2.

STEP 1: TO ADD YOUR FACILITY

1. Under the "My Workspace" tab, scroll down to My Facilities/Program Interests section and click on the "Add Facilities" button on the right-hand side.
2. A Facility Search screen will appear; fill in information for CRTK Facility ID or Facility Name. Click "Search" button at bottom right of page.
3. Facility Search Results page will appear. Check the box for the facility(s) you would like to access and click the "Add Selected Facilities" button.
4. Add Facility(s) – you may have multiple facilities under your account.

STEP 2: TO ADD YOUR SERVICES

1. Under the "My Workspace" tab, scroll down to Service Selection and click on the "Configure Services" button on the right-hand side.
2. Check boxes for desired services and click the "OK" button.

STEP 3: TO ACCESS YOUR FACILITY AND COMPLETE THE RPPR

1. Under Right to Know and Pollution Prevention Program in the Service Selection section, click on "Release and Pollution Prevention Report and Pollution Prevention Plan Summary."
2. The Facility Selection screen will appear; highlight the facility of interest and click on the "Access Facility" button under the selection list.
3. This will bring you to the RPPR and P2 Plan Summary Folder for the facility of interest.
4. Click on the "Create New Report" button, enter the reporting year, and select the radio button for the Release and Pollution Prevention Report.
5. In the RPPR and P2 Plan Summary Folder, click on the link for the new Release and Pollution Prevention Report and you are on your way to preparing the RPPR.

When you have completed the RPPR, the Status will be "Awaiting Certification." You will need a certification PIN in order to certify and submit your RPPR. If you did not request one at registration, from the RPPR & P2 Plan Summary Folder go to the dropdown list (found in the upper left of the

Folder screen) under "Identification" and select "Edit User Profile." At the DEPOnline Services screen, be sure you are at the User Profile tab and click on the "Request Cert Pin" link. In a matter of minutes you should receive a certification PIN by email from PortalComments@dep.state.nj.us. Go back to your Folder by clicking on the "My Workspace" tab, click on "Release and Pollution Prevention Report and Pollution Prevention Plan Summary" and access your facility's Folder. Click on the "Certification and Submittal" button and check the appropriate certification box(es) and certify with appropriate information. A complete submission will result in a screen with the following message: "The Report certification was successful." Print two (2) copies of the RPPR; one for the facility and one to be sent to your County Right to Know Lead Agency. DO NOT mail a copy to the DEP.

Part 3. The facility must first complete the Release and Pollution Prevention Report (RPPR) online. (In the "**RPPR and P2 Plan Summary Folder"** the status must be "Awaiting Certification" or "Submitted.")

STEP 1: TO ACCESS YOUR FACILITY AND COMPLETE THE P2 PLAN SUMMARY

1. In the "RPPR and P2 Plan Summary Folder", click on the "**Create New Report**" button, enter the reporting year, and select the radio button for the "**Pollution Prevention Plan Summary(DEP113 From)"** and click the "**Continue**" button.
2. Complete the P2 Plan Summary; then certify and submit it to the DEP online!

When you have completed the P2 Plan Summary, the Status will be "Awaiting Certification." Use same certification PIN to certify and submit your P2 Plan Summary.

REMEMBER to print and sign a copy for your records and keep it at your site. For additional information or assistance in completing the eRPPR/ P2 Plan Summary, please call (609) 777-0518 during business hours (8:00 a.m. – 5:00 p.m.)

NEW JERSEY POLLUTION PREVENTION PLAN SUMMARY

FOR POLLUTION PREVENTION PLANS COVERING THE FIVE YEAR

(Form DEP-113)

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NJDEP POLLUTION PREVENTION PLAN SUMMARY
FOR POLLUTION PREVENTION PLANS COVERING THE FIVE YEAR
(Form DEP-113)

FOR QUESTIONS REGARDING THE P2 PLAN SUMMARY,
CALL THE NJDEP OFFICE OF POLLUTION PREVENTION & RIGHT TO KNOW AT:
(609) 777-0518

WHAT FACILITIES ARE COVERED?

Any industrial facility in New Jersey required to submit at least one Toxic Release Inventory (TRI) report to the United States Environmental Protection Agency (USEPA) under Section 313 of the federal Emergency Planning and Community Right to Know Act of 1986 (EPCRA) and a Release and Pollution Prevention Report (RPPR) under the New Jersey Worker and Community Right to Know Act for the same chemical in two consecutive years is covered under the New Jersey Pollution Prevention Act and regulations as long as the reported chemical remains at or above TRI activity thresholds.

Covered facilities must prepare a five-year Pollution Prevention (P2) Plan and submit a P2 Plan Summary by July 1 once they become covered (the second year they submit an RPPR for the same chemical).. The full P2 Plan is not required to be submitted to the New Jersey Department of Environmental Protection (NJDEP). The P2 Plan remains on site at the facility and is subject to inspection by NJDEP. In the years following the preparation of the Plan and Plan Summary, an RPPR containing a P2 Progress Report (the P2 115 or Sections C and D) must be submitted by July 1.

NOTE: If the facility is not required to submit a TRI report, but has submitted a TRI report or an RPPR in the past, NJDEP should be notified of the facility's present status. It is mandatory for the facility to provide to the Department at the address below a statement explaining why the facility is no longer covered by the TRI reporting requirements.

NJDEP
Office of Pollution Prevention and Right to Know
P.O. Box 443
Trenton, NJ 08625-0443

WHAT ARE COVERED FACILITIES REQUIRED TO DO?

Facilities covered under the New Jersey Pollution Prevention Act are required to prepare three documents in accordance with N.J.A.C.7:1K et seq. The first is a comprehensive **P2 Plan** that remains onsite at the facility. The second requirement is completion and electronic submission of the **P2 Plan Summary** (DEP-113). The P2 Plan Summary is, as its name indicates, a summary of the facility's **P2 Plan**. Both the **P2 Plan Summary**

and the full **P2 Plan** must be completely revised every five years.

In addition to the five-year P2 Plan Summary, beginning with the year following the completion of the P2 Plan and Plan Summary, the third document that facilities are required to prepare is an annual P2 Progress Report. This requirement is satisfied by the annual submission of the RPPR, which includes the P2 Progress Report.

PLEASE NOTE THAT THE DEPARTMENT PERFORMS ROUTINE INSPECTIONS TO VERIFY THAT COMPLETE AND ACCURATE P2 PLANS ARE BEING MAINTAINED ON SITE. IN ADDITION TO THE P2 PLAN, THE P2 PLAN SUMMARY IS A SEPARATE DOCUMENT THAT MUST BE SUBMITTED ELECTRONICALLY TO THE NJDEP.

WHAT HAZARDOUS SUBSTANCES ARE COVERED?

The list of hazardous substances reportable on the P2 Plan Summary is the same list as the Section 313 Toxic Chemical List that applies to the federal TRI. For electronic reporting, the system automatically limits the substances to those reported on the RPPR. If the facility manufactured, processed and/or otherwise used any of these hazardous substances in quantities of 10,000 pounds or more (with all applicable exemptions) during the base year, or above listed threshold quantities for persistent bioaccumulative toxic (PBT) chemicals, the facility must include them in the P2 Plan and on the P2 Plan Summary. The substance list can also be found at http://www.state.nj.us/dep/opppc/figdoc.htm

Pursuant to N.J.A.C. 7:1K-3.1(h), if the sum of nonproduct output and quantity shipped as (or in) product for that hazardous substance does not exceed 500 pounds, determined from the value reported in Section B of the most current RPPR, the substance shall be exempt from P2 Planning requirements. The substance does not need to be included in the P2 Plan. In addition, that substance does not need to be reported on the P2 Plan Summary or the subsequent annual Progress Reports, RPPR, section C and D or P2-115.

WHAT INFORMATION IS CONTAINED IN THE P2 PLAN SUMMARY?

The P2 Plan Summary is based on information contained in the facility's P2 Plan. Completing the P2 Plan Summary entails transferring information directly from the P2 Plan to the P2 Plan Summary. There are four sections to the P2 Plan Summary:

Section A asks for general facility information.

Section B asks for information on the facility's five-year reduction goals for each covered hazardous substance at the facility.

Section C asks for information on each production process that uses covered hazardous substances or generates hazardous substances as nonproduct output (NPO). Complete one section for EACH covered production process or grouped process.

Section D asks for information on the facility's five-year reduction goals for those processes or grouped processes identified in Section C that are targeted in the P2 Plan. Complete one Section D for EACH targeted process or targeted grouped process.

SECTION A. FACILITY-LEVEL ADMINISTRATIVE INFORMATION

New, Modification and Renewal Boxes: If this P2 Plan Summary is the first one ever to be submitted to the Department, check the "New" box. If this P2 Plan Summary reflects a modification to the facility's P2 Plan during a five-year cycle, check the "Modification" box. If this P2 Plan Summary is to be submitted for a subsequent five-year planning cycle, check the "Renewal" box. See "Frequently Asked Questions" on the Web at http://www.nj.gov/dep/opppc/faq.pdf to determine if modification is necessary.

1. Telephone and FAX Numbers: Enter the facility's telephone number and FAX number without punctuation.

2. Highest Ranking Corporate Official at Facility: Enter the name and the position or title of the highest-ranking corporate official at this facility.

3. R&D and Pilot Plant Exemption: If this facility has an approved NJ RTK Research & Development (R&D)Laboratory exemption pursuant to N.J.A.C. 7:1G, it will be pre-populated here. If an exemption applies but the number does not show up here, call the Office at (609) 777-0518.

4.a. Total Number of Processes: Enter the total number of processes that involve hazardous substances at the facility. These processes are the ones identified in the facility's P2 Plan. This number must equal the number of Section Cs in this P2 Plan Summary.

4.b. Number of Targeted Processes: Facilities may target a subset of their total production processes. Facilities that do not target a subset of processes must target all of their processes. One Section D is required for each targeted process. The criterion that a facility must use for targeting is that the number of targeted processes must equal at least 90% of the total amount of hazardous substances used or generated as nonproduct output or released at the facility. Enter the number of processes or grouped processes that the facility has targeted. Be aware that all processes with PBTs above the reporting threshold(s) must be targeted.

4.c. Basis for Targeting: Enter the code "U," "N," "R," or "A" to indicate whether the facility chooses to target production processes that equal at least 90% of the total USE (U), generation of nonproduct output (N) or total environmental releases (R) of all hazardous substances at the facility. If a facility chooses to target all production processes, select (A) in the box.

5. Confidential Information: Select "Yes" if the P2 Plan Summary contains information that the facility claims is confidential and "No" if it is not. If the facility selects "Yes," the facility should continue completing and submitting the P2 Plan Summary online by leaving the confidential information blank on the rest of the forms. This will become a public version of P2 Plan Summary of the facility.

After submitting the public version online, the facility should print out a copy of the P2 Plan Summary and complete all the confidential information with RED ink. Pursuant to the N.J.A.C. 7:1K-1 et seq., the facility should follow the following steps in order to complete the confidential submittal: 1) every page of the confidential version should be clearly marked "CONFIDENTIAL" except for the first page which should be marked "CONFIDENTIAL COPY"; and 2) the confidential version should be placed in a sealed envelope marked "CONFIDENTIAL" on both sides with facility name and ID number marked as well, enclosed in a

second envelope for mailing which shall bear no markings indicating confidentiality, and submitted to NJDEP, Office of Pollution Prevention and Right to Know, Station Plaza 4, 22 S. Clinton Avenue-3rd Floor, P.O. Box 443, Trenton, NJ 08625-0443

6. Union Representative at Facility (if applicable): Enter the name of the union representative, Union and Local #, and business phone number at this facility

SECTION B. FACILITY-LEVEL INFORMATION

Complete Section B data for each covered hazardous substance at the facility. These substances must be the same as those reported on the RPPR.

1. & 2. CAS number or Category number and Hazardous Substance: Click the "Add Substance" button and select all the substances listed. The covered substance name and CAS number will be automatically populated.

3 Five-Year Facility-Level NPO and USE Reduction Goals: To complete this section, refer to the facility's P2 Plan, which must include a section on the facility's goals for reducing USE and Nonproduct Output (NPO). The facility's P2 Plan should have produced reduction goals for both the USE and NPO of hazardous substances due to pollution prevention techniques. Record the facility-level goals here for each hazardous substance.

3.a. Five-Year Use Reduction Goal (pounds): Enter the five-year USE reduction goal in pounds for this substance from the facility's P2 Plan. This should be the difference in pounds in the amount of the substance the facility used in the base year and the amount the facility expects to use at the end of the planning cycle (the fifth year). State the facility's reduction goal assuming constant production, that is, assuming that the facility will be producing the same quantity of product in five years as was produced in the base year. These goals should reflect planned reductions due to pollution prevention measures only. The goals should not include reductions resulting from discontinued operations or operations sent to another facility, as these measures do not qualify as pollution prevention under the statutory definition. The facility may have zero reduction goals.

3.b. Five-Year NPO Reduction Goal (pounds): Enter the five-year NPO reduction goal in pounds for this substance from the facility's P2 Plan. This should be the difference in pounds between the amount of the substance the facility generated as NPO in the base year and the amount of NPO the facility expects to generate at the end of the planning cycle (the fifth year). State the facility's reduction goal assuming constant production, that is, assuming that the facility will be producing the same quantity of product in five years as was produced in the base year. These goals should reflect planned reductions due to pollution prevention measures only. The goals should not include reductions resulting from discontinued operations or operations sent to another facility, as these measures do not qualify as pollution prevention under the statutory definition. The facility may have zero reduction goals.

3.c. Five-Year Use Reduction Goal (percent): Enter the percentage of the base year USE that the facility plans to cut by the goal year. Find the five-year USE reduction percent goal by doing the following calculation:

$$\frac{\text{Five-year USE reduction goal (pounds)}}{\text{Base year USE (pounds)}} \times 100 = \text{Five-Year USE \% Reduction Goal}$$

3.d. Five Year NPO Reduction Goal (percent): Enter the percentage of the base year NPO that the facility plans to cut by the goal year. Find the five year NPO reduction percent goal by doing the following calculation:

$$\frac{\text{Five year NPO reduction goal (pounds)}}{\text{Base Year NPO (pounds)}} \times 100 = \text{Five Year NPO \% Reduction Goal}$$

SECTION C. PROCESS DESCRIPTION

Complete one Section C for each process or grouped process that USES, generates as NPO, or RELEASES a covered hazardous substance. The number of these sections the facility submits must equal the number the facility entered in Question **4.a.** of Section A.

At the "Sections C & D: Pollution Prevention Processes Folder"

Process ID: Enter the identifier, defined in the facility's P2 Plan, to be used to refer to the process described in this Section throughout the facility's P2 reporting. The same identifier must be used in the facility's P2 Plan, P2 Plan Summary, and RPPR. The identifier must be unique, applying to only one process (or grouped process). The identifier may be up to 12 characters long and may consist of letters, numerals, or both. **Do not use punctuation or spaces in your process ID.**

Targeted Processes: Indicate "Yes" if this process was targeted in the facility's Pollution Prevention Plan, otherwise indicate "No." Remember that a facility must target any combination of processes or sources that contribute to at least 90% of the facility's USE, NPO or releases and must include all processes with PBTs. Otherwise, all processes must be targeted.

1. Process ID: This element is pre-populated, if this is your "Renewal" or "Modification". Otherwise, enter the identifier, defined by the facility in their P2 Plan, to be used to refer to the process described in this Section throughout the facility's pollution prevention reporting. The same identifier must be used in the facility's P2 Plan, P2 Plan Summary, and P2 Progress Report (RPPR Section D or P2-115). The identifier must be unique, applying to only one process (or grouped process). The identifier may be up to 12 characters long and may consist of letters, numerals, or both. **Do not use punctuation or spaces in your Process ID.**

2.a. Process Category: Indicate whether this process or grouped process (1) manufactures a chemical, (2) manufactures an article, (3) stores and/or handles hazardous substances, or (4) treats and/or recycles (out-of-process) NPO. Complete the box for the category that best fits the process or grouped process. The storage and handling process category should be chosen when the process or grouped process is solely storage and handling. Descriptions of these categories are as follows.

Article manufacturing usually produces discrete items with an identity that is not encompassed by a specific chemical name. Chemicals used in article manufacturing are seldom consumed; they may be mixed and combined into an article, or used in some way in the production of the article, such as in a solvent cleaner or degreasing step.

Chemical manufacturing usually combines chemical ingredients to produce a chemical product. If this process consumes (molecularly alters) a chemical, then it is almost always a chemical manufacturing process.

Storage and Handling processes generally involve storing raw materials prior to use, storing materials recycled on-site prior to use, storing wastes prior to disposal, storing final product or handling hazardous substances through transfers from one area of the facility to another. If there is a storage and handling component of the process, choose the category that fits the parent process rather than "storage and handling."

Treatment Operations involve the treatment or recycling of hazardous substances that leave a process as NPO. These operations must be identified when they use hazardous substances as part of the treatment or recycling process. Treatment and recycling processes may not be grouped together with or as part of other processes.

2.b. Mode of Operation: Indicate one mode of operation that best describes how this process is run, either batch or continuous. For Treatment/Recycling and Storage/Handling processes, select "Not Applicable."

Descriptions of the two modes of operation follow:

A **batch process** will have an identifiable beginning and end over a relatively short time frame. It will entail inputting a set amount of raw materials at the beginning and perhaps during the process to produce a set amount of product at the end. Examples include the formulation of a set quantity of a certain color pigment or a run of a particular pattern of wall covering.

A **continuous process** involves a continuous flow of raw material inputs to produce a continuous flow of outputs. An example is the production of gasoline and other fuels from crude oil.

2.c. Specific Descriptions: For each step in the process or grouped process, select the code corresponding to the most applicable descriptor. (See Appendix 2.) For instance, a process that makes adhesive tape might involve three steps: mixing an adhesive resin with a solvent, applying this mixture to paper backing, and driving the solvent from the tape with a dryer. The appropriate process descriptors would be UC1, "Mixing"; AA6, "Coating -- adhesive application"; and UA9, "Drying."

The descriptor list includes "similar to" and "other" categories. Use these only if another descriptor is inadequate to identify the process step. Augment the facility's description if necessary in the space provided, that generically describes the step, perhaps by indicating a term not found on the list that would suffice. Select a descriptor for each discrete step until the entire process is described.

2.d. Hazardous substances used or generated by this process: Select each covered hazardous substance

used or generated by this process.

3. Targeted Processes: This element is pre-populated, if this is your "Renewal" or "Modification". Otherwise, indicate "Y" for "Yes" if this process was targeted in the facility's P2 Plan, or indicate "N" for "No." Remember that a facility must target any combination of processes or sources that contribute to at least 90% of the facility's USE, NPO or Releases and must include all PBTs. If not, all processes must be targeted.

4. Grouped Processes: In the P2 Plan, the facility could have associated several processes together into a single grouped process that would be treated as a single process for the purposes of pollution prevention planning. Select "Yes" if this process is a grouped process; otherwise select "No."

SECTION D. TARGETED PROCESS INFORMATION

Complete one of these sections for each targeted production process the facility has identified in the P2 Plan. This section summarizes 5-year USE and NPO reduction goals for each hazardous substance used in the process. Instructions for specific questions follow. The number of these sections that the facility submits must equal the number the facility entered in Question 4.b. of Section A.

1. Five-Year Reduction Goals for Hazardous Substances used in Process or Grouped Process

Use Range: After identifying each hazardous substance, select the USE range of the hazardous substance in this targeted process (0-4,999 lbs.; 5,000-9,999 lbs.; 10,000-24,999 lbs.; 25,000 - 49,999 lbs.; 50,000 lbs. or more). Remember: USE = quantity consumed + quantity shipped as (or in) product + NPO.

Five-Year Reduction Goal per Unit of Product Percent: Enter the process-level reduction per unit of product goals for each hazardous substance used or generated as NPO by this targeted process, as a percentage reduction from the base year. Include reduction goals for both USE per unit of product and NPO per unit of product.

EXAMPLE: A process that produces metal tools presently generates 100 pounds of solvent as NPO per 1000 items. The facility's P2 Plan goal for this process is 10 pounds NPO per 1000 items; therefore the facility's NPO per unit of product goal is to move from 100/1000 (0.1) to 10/1000 (0.01). The reduction sought is a reduction from 100 pounds to 10 pounds per 1000 items, hence [(100-10)/100]*100=90%. This is an NPO reduction goal of 90%.

Estimated Date of Introduction and Completion: For each technique or group of techniques associated with a specific hazardous substance, enter the estimated date when work on any of the techniques will begin and the estimated date when any of the techniques will be completed. This summarizes the facility's implementation schedule. If a technique was begun prior to the base year and implementation continues, state the date when the technique was begun.

Description of Pollution Prevention Techniques: For each substance, select the code(s) that describes the pollution prevention technique(s) the facility plans to use to reduce USE or the generation of NPO over the next five years. (See Appendix 1.) If none of the codes adequately describes the pollution prevention technique(s) the facility has chosen, enter the description in the box.

2. (Optional) Raw Material Substitution Certification: (Complete only if the facility wants to establish that raw material substitution is not feasible.) There are many pollution prevention techniques; raw material substitution is only one of them. The Pollution Prevention Act recognizes that there are situations in which a specific hazardous substance is the only raw material that will produce a desired product. Therefore, facilities may publicly establish, through a raw material substitution certification, that there is no way to reduce the USE and/or NPO of a specific substance in a specific process through substitution of a non-hazardous substance. This does not, however, excuse the facility from looking for pollution prevention opportunities that do not involve raw material substitution. Facilities self-certify their own raw material substitution certification on the basis of a completed P2 Plan.

To self-certify the raw material substitution certification in the P2 Plan Summary, a facility must:

2.a. Identify the hazardous substance(s) for which the certification is being made. Enter the name of one or more hazardous substances (from Question 1 of this section).
2.b. Explain why raw material substitution cannot be accomplished for the hazardous substance(s). Enter a brief narrative explanation. For instance, "This process makes PVC pipe. The hazardous substance vinyl chloride is an essential component of PVC."

III. HOW TO SUBMIT THE P2 PLAN SUMMARY

DEP regulations now require electronic submission of the P2 Plan Summary. For electronic certification and submittal, the person who is the responsible party must have his/her own User Profile set up (see page I), with his/her own name under User Name. This will be the name that prints out for the certification. The certifier should select a PIN that is easy to remember, but that is known only to him or her.

When the P2 Plan Summary has been completed and is ready for certification and submittal, the certifying official must access the facility report by logging in with his/her own User ID and PIN, selecting the “Release and Pollution Prevention Report and Pollution Prevention Plan Summary” radio button, clicking the “Continue” button, and clicking the “Access Facility” button.

Once the facility report screen has been accessed, the certifying official will see that the Report Status is “Awaiting Certification.” (If the Status is NOT “Awaiting Certification,” contact the Office at the phone number below for assistance.) Click the “Certification and Submittal” button to get to the certification folder and select the report to be certified and click “Continue.”

Check the appropriate boxes for the certifying statements, enter the PIN and Title of the certifier. (Note: the name of the certifying party will show up on this screen as the User ID, but will show up on the certification signature as the User Name.) Click on the “Certify” button and a screen will appear stating that “The Report certification was successful.” Click “Continue” to get to the RPPR and P2 Plan Summary Folder. The Status will now be “Submitted.”

Use the printer icon to the left of the Report to format the report for printing.

In the case of a confidential paper submission, (see page 3 for details), it is required to return the completed original P2 Plan Summary to the DEP at the address below.

State of New Jersey
Department of Environmental Protection
Office of Pollution Prevention and Right to Know
Station Plaza 4, 22 S. Clinton Avenue – 3rd Floor
P.O. Box 443
Trenton, New Jersey 08625-0443

For additional assistance or any questions about completing the P2 Plan Summary, contact the DEP's Office of Pollution Prevention and Right to Know at (609) 777-0518.

Appendix 1

POLLUTION PREVENTION METHODS
(Adapted from EPA TRI Instructions)
Use for Section D, question 1.

Good Operating Practices

- W13 Improved maintenance scheduling, record keeping, or procedures
- W14 Changed production schedule to minimize equipment and feedstock changeovers
- W19 Other changes in operating practices

Inventory Control

- W21 Instituted procedures to ensure that materials do not stay in inventory beyond shelf life
- W22 Began to test outdated material - continue to use if still effective
- W23 Eliminated shelf-life requirements for stable materials
- W24 Instituted better labeling procedures
- W25 Instituted clearinghouse to exchange materials that would otherwise be discarded
- W29 Other changes in inventory control

Spill and Leak Prevention

- W31 Improved storage or stacking procedures
- W32 Improved procedures for loading, unloading, and transfer operations
- W33 Installed overflow alarms or automatic shutoff valves
- W35 Installed vapor recovery systems
- W36 Implemented inspection or monitoring program of potential spill or leak sources
- W39 Other spill and leak prevention

Raw Material Modifications

- W41 Increased purity of raw materials
- W42 Substituted raw materials not on the TRI list
- W49 Other raw material modifications

Process Modifications

- W51 Instituted recirculation within a process
- W52 Modified equipment, layout, or piping
- W53 Use of a different process catalyst
- W54 Instituted better controls on operating bulk containers to minimize discarding of empty containers
- W55 Changed from small volume containers to bulk containers to minimize discarding of empty containers
- W58 Other process modifications

Cleaning and Degreasing

- W59 Modified stripping/cleaning equipment
- W60 Changed to mechanical stripping/cleaning devices (from solvents or other materials)
- W61 Changed to aqueous cleaners (from solvents or other materials)
- W63 Modified containment procedures for cleaning units
- W64 Improved drainage procedures
- W65 Redesigned parts racks to reduce dragout
- W66 Modified or installed rinse systems
- W67 Improved rinse equipment design
- W68 Improved rinse equipment operation
- W71 Other cleaning and degreasing modifications

Surface Preparation and Finishing

- W72 Modified spray systems or equipment
- W73 Substituted coating materials used
- W74 Improved application techniques
- W75 Changed from spray to other system
- W78 Other surface preparation and finishing modifications

Product Modifications

- W81 Changed product specifications
- W82 Modified design or composition
- W83 Modified packaging
- W89 Other product modifications

On-Site Recycling Processes

NOTE: On-Site Recycling is considered pollution prevention ONLY IF IN-PROCESS (See N.J.A.C. 7:1K-1.5).

- R11 Solvents/organic recovery - batch still distillation
- R12 Solvents/organic recovery - thin-film evaporation
- R13 Solvents/organic recovery - fractionation
- R14 Solvents/organic recovery - solvent extraction
- R19 Solvents/organic recovery - other
- R21 Metals recovery - electrolytic
- R22 Metals recovery - ion exchange
- R23 Metals recovery - acid leaching
- R24 Metals recovery - reverse osmosis
- R26 Metals recovery - solvent extraction
- R27 Metals recovery - high temperature
- R28 Metals recovery - retorting
- R29 Metals recovery - secondary smelting
- R30 Metals recovery - other
- R40 Acid regeneration
- R99 Other reuse or recovery

Appendix 2

PROCESS TECHNIQUES
(Use for Section C, question 3.c.)

A List:	Most Applicable to Article Manufacturing Processes
AA1	Bleaching
AA2	Cleaning - of metal
AA3	Cleaning - paint stripping
AA4	Cleaning - of equipment
AA5	Cleaning - other
AA6	Coating - adhesive application
AA7	Coating - paint application
AA8	Coating - other
AA9	Degreasing
AB1	Dyeing
AB2	Electroless plating
AB3	Electroplating
AB4	Etching
AB5	Metal casting/machining
AB6	Metal treatment (other than plating)
AB7	Painting
AB8	Paper manufacturing/treatment
AB9	Photographic film manufacturing or processing
AC1	Plastics molding/casting/extrusion
AC2	Printing
AC3	Soldering/welding
AC4	Stripping
AC5	Tanning
AC6	Wood pulping/treatment
AC7	Similar to
AC8	Other article manufacturing
C List:	Most Applicable to Chemical Manufacturing
CP1	Purification
CP2	Separation
CP3	Formulation/blending
CP4	Chemical synthesis
CP5	Chemical breakdown
CP6	Chemical conversion
CP7	Similar to
CP8	Other chemical manufacturing
H List:	Most Applicable to Storage and Handling
HA1	Above ground tank
HA2	Below ground tank (steel)
HA3	Below ground tank (fiberglass)
HA4	Tank inside building
HA5	Steel drum
HA6	Plastic drum
HA7	Fiber drum
HA8	Can
HA9	Carboy
HB1	Silo
HB2	Bag
HB3	Box
HB4	Cylinder
HB5	Bottles or jugs (glass)
HB6	Bottles or jugs (plastic)
HB7	Tote bin
HB8	Tank wagon
HB9	Rail car
HC1	Other storage and handling
T List:	Use to Supply Additional Information if Necessary on Chemical Reactions
TA1	No reaction
TA2	Acylation
TA3	Alkylation
TA4	Amination
TA5	Ammonolysis
TA6	Aromatization
TA7	Calcination
TA8	Carboxylation
TA9	Combustion
TB1	Condensation
TB2	Dehydration
TB3	Dehydrogenation
TB4	Desulfurization
TB5	Diazotination and coupling
TB6	Double decomposition
TB7	Electrolysis
TB8	Esterification
TB9	Fermentation
TC1	Friedel-Crafts
TC2	Halogenation
TC3	Hydroformylation
TC4	Hydrogenation
TC5	Hydrolysis
TC6	Ion exchange
TC7	Isomerization
TC8	Neutralization
TC9	Nitration
TD1	Oxidation
TD2	Polymerization
TD3	Pyrolysis/cracking
TD4	Reduction
TD5	Silicate formation
TD6	Sulfonation
TD7	Other reaction
U List:	Most Applicable for Describing Unit Operations for Any Process Category
UA1	Absorption/adsorption
UA2	Centrifugation
UA3	Cleaning/degreasing
UA4	Condensation

UA5 Crystalization
UA6 Desalting
UA7 Disintegration
UA8 Distillation
UA9 Drying
UB1 Dust collection
UB2 Evaporation
UB3 Fermentation
UB4 Filtration
UB5 Grinding/milling
UB6 Heat exchange
UB7 Humidification
UB8 Ion exchange
UB9 Melting
UC1 Mixing
UC2 Packaging
UC3 Pressurizing
UC4 Reaction
UC5 Screening
UC6 Scrubbing
UC7 Sedimentation
UC8 Separation
UC9 Settling
UD1 Soaking/wetting
UD2 Solvent extraction
UD3 Spraying/coating
UD4 Stripping
UD5 Other unit operation

E List: Use to Supply Additional Information Regarding Equipment for Any Process Category

EA1 Absorption bed
EA2 Aerator
EA3 Blower
EA4 Boiler
EA5 Centrifuge
EA6 Compressor
EA7 Condenser
EA8 Cooler
EA9 Crystalizer
EB1 Digester
EB2 Distillation Column
EB3 Dryer
EB4 Evaporator
EB5 Scrubber/stripper/extraction tower
EB6 Extruder
EB7 Filter
EB8 Flash drum
EB9 Fractioning tower
EC1 Furnace
EC2 Heat exchanger
EC3 Holding tank
EC4 Mill/grinder
EC5 Mixer
EC6 Reactor vessel
EC7 Refrigeration unit
EC8 Rinse tank
EC9 Separator
ED1 Settling tank
ED2 Other equipment

P List: Use to Supply Additional Information Regarding Phase Form for Any Process Category

PA1 Gas
PA2 Liquid (coherent)
PA3 Solid
PA4 Aqueous solution
PA5 Organic solution
PA6 Slurry
PA7 Sludge
PA8 Emulsion
PA9 Powder fines
PB1 Aqueous acid
PB2 Aqueous base
PB3 Metal product
PB4 Polymer mixer
PB5 Crude petroleum
PB6 Refined fuel/mixed hydrocarbon
PB7 Unrefined ore/minerals
PB8 Clay/cement
PB9 Animal byproducts
PC1 Vegetable byproducts
PC2 Wood chips/pulp/byproducts
PC3 Other phase form

Appendix 3

WASTE TREATMENT METHODS

(Use for Section C, question 3.c., ONLY IF Treatment Operations is selected for question 3.a.)

Air Emissions Treatment

A01	Flare
A02	Condenser
A03	Scrubber
A04	Absorber
A05	Electrostatic Precipitator
A06	Mechanical Separation
A07	Other Air Emission Treatment

Biological Treatment

B11	Biological Treatment - aerobic
B21	Biological Treatment - anaerobic
B31	Biological Treatment - facultative
B99	Biological Treatment - other

Chemical Treatment

C01	Chemical Precipitation - lime or sodium hydroxide
C02	Chemical Precipitation - sulfide
C09	Chemical Precipitation - other
C11	Neutralization
C21	Chromium Reduction
C31	Complexed Metals Treatment (other than pH adjustment)
C41	Cyanide Oxidation - alkaline chlorination
C42	Cyanide Oxidation - Electrochemical
C43	Cyanide Oxidation - other
C44	General Oxidation (including disinfection) - chlorination
C45	General Oxidation (including disinfection) - ozonation
C46	General Oxidation (including disinfection) - other
C99	Other Chemical Treatment

Incineration/Thermal Treatment

F01	Liquid Injection
F11	Rotary Kiln with Liquid Injection Unit
F19	Other Rotary Kiln
F31	Two Stage
F41	Fixed Hearth
F42	Multiple Hearth
F51	Fluidized Bed
F61	Infra-Red
F71	Fume/Vapor
F81	Pyrolytic Destructor
F82	Wet Air Oxidation
F83	Thermal Drying/Dewatering
F99	Other Incineration/Thermal Treatment

Physical Treatment

P01	Equalization
P09	Other Blending
P11	Settling/Clarification
P12	Filtration
P13	Sludge Dewatering (non-thermal)
P14	Air Flotation
P15	Oil Skimming
P16	Emulsion Breaking - thermal
P17	Emulsion Breaking - chemical
P18	Emulsion Breaking - other
P19	Other Liquid Phase Separation
P22	Adsorption - ion exchange (other than for recovery/reuse)
P23	Adsorption - resin
P29	Adsorption - other
P31	Reverse Osmosis (other than for recovery/reuse)
P41	Stripping - air
P42	Stripping - steam
P49	Stripping – other
P51	Acid Leaching (other than for recovery/reuse)
P61	Solvent Extraction (other than recovery/reuse)
P99	Other Physical Treatment

Solidification/Stabilization

G01	Cement Processes (including Silicates)
G09	Other Pozzolonic Processes (including Silicates)
G11	Asphaltic Processes
G21	Thermoplastic Techniques
G99	Other Solidification Process